

035207/20/04

Revised

**CITY OF RIVERSIDE**  
**HUMAN RESOURCES DEPARTMENT**  
**CLASSIFICATION SPECIFICATION**

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**TITLE: COUNCIL ADMINISTRATIVE ASSISTANT (NON-CLASSIFIED)**

**DEFINITION**

To perform a variety of highly responsible and complex secretarial and administrative support duties to the members of the City Council handling administrative details and coordination of day-to-day office operations to further the policy making and legislative roles of the City Council.

**REPORTS TO:** Council Executive Assistant

**DISTINGUISHING CHARACTERISTICS**

The incumbent shall be appointed "at-will" and exempt from classified service serves at the pleasure of the City Council. Incumbents in this class perform confidential and complex administrative duties for the City Council. Work involves a high degree of independent judgement requiring a thorough knowledge of City procedures and policies and the ability to choose among several alternatives in performing a variety of assignments without instruction and in scheduling and completing work.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Council Executive Assistant, Mayor Pro Tem or Council Members.

**EXAMPLES OF DUTIES**

Typical duties may include, but are not limited to, the following:

- Perform a wide variety of complex, responsible and confidential duties for the City Council.
- Interpret and apply City policies and procedures in response to inquiries and make appropriate referrals.
- Respond independently to letters and general correspondence of a routine nature for the City Council.
- Compile and maintain complex and extensive records for the City Council.
- Coordinate civic and social engagements as well as special events for the City Council.
- Compile reports and agendas insuring materials are submitted on time by various departments and divisions; contact participants and coordinate meetings; complete and distribute follow-up reports as directed by the City Council.
- Perform research on policy or legislative issues.

**QUALIFICATIONS**

**Knowledge of:**

- English usage, spelling, grammar and punctuation.
- Modern office methods and standard office equipment usage.
- Computer software including word processing applications at an advanced level.

- Reception and telephone techniques.
- Principles and practices of classifying, indexing, processing, retrieving and controlling a large volume of records.
- Modern office administration practices and procedures.
- Principles and practices of effective business communication.
- Rules and procedures governing the notice and conduct of public meetings.
- Record keeping, account maintenance and purchasing practices and procedures.
- City boards and commissions.
- Organization, procedures, ordinances and rules applicable to the City.
- Procedures and operating details of municipal government; City-wide policies and procedures.
- Advanced record keeping principles and procedures.
- Arithmetic and accounting methods.
- City-wide policies and procedures.
- Employment selection practices and principles.

**Ability to:**

- Plan, organize and carry out secretarial work to meet deadlines.
- Receive highly sensitive information and maintain confidentiality.
- Understand and carry out oral and written directions.
- Operate a personal computer terminal and utilize various software and/or word processing techniques.
- Communicate clearly and concisely, both orally and in writing.
- Maintain City Council's working calendar and schedule appointments and meetings.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Assist in compiling and maintaining complex records and preparing technical reports for a division.
- Work independently in the absence of a supervisor.
- Plan, organize and supervise the work of administrative support staff.
- Perform relatively complex arithmetic and statistical calculations and computations rapidly and accurately.
- Interpret and apply administrative and divisional rules, policies and procedures.
- Analyze situations carefully and adopt effective courses of action.
- Compose correspondence and business letters from brief instructions.
- Compose correspondence independently.
- Compile and maintain complex and extensive records and files for a department.

- Represent the City Council using good judgement, poise, tact and diplomacy.
- Establish and maintain professional effective working relationships with diverse groups and individuals.

**Education and Experience:**

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to the completion of the twelfth grade supplemented by specialized administrative support/business related courses.

Experience: Four years of experience performing complex and highly responsible office and administrative duties of which at least one year involved secretarial support work for one or more managers. Municipal/public sector government experience is highly desirable.

**MEDICAL CATEGORY:** Group 1

**NECESSARY SPECIAL REQUIREMENT**

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

A minimum keyboarding ability of 50 words per minute, or demonstrated proficiency at an advanced level in Word or Word Perfect.

**CAREER ADVANCEMENT OPPORTUNITIES**

**FROM:** Council Administrative Assistant (Non-Classified)

**TO:** Council Executive Assistant (Non-Classified)